

Secaucus Health Department
 1203 Paterson Plank Road, Secaucus, NJ 07094-3219
 Tel: 201-330-2031 Fax: 201-330-2037 www.secaucus.gov



Health Licensing Process

The Secaucus Health Department licenses the following establishments:

- Retail Food Establishments
- Mobile Retail Food Establishments
- E-Cigarette Retailers
- Salons
- Spas
- Vending Machines
- Recreational Bathing Facilities

Prior to Submission:

Ensure you have obtained any necessary permits from Town **Zoning, Building, Fire, or State** Departments. This office will not proceed with your application until other Town requirements have been met.

Submission:

Submit the following with your application to loconnor@secaucus.net:

1. Application with required supplemental documents.
2. Floor Plans, if applicable

Plan Review:

Plan approval from the Health Department must be obtained simultaneously with submitting your plans to the Construction Department. Failure to obtain approval may result in fines, summons, and/or closure of your establishment.

Please review the “Plan Review Requirements” and submit to this office, as applicable. This office has **thirty (30) days** from date of submission to review and provide feedback.

Application Review

The Secaucus Health Department will review your Retail Food application within five (5) business days of submission date. Our office will follow up if additional information is required.

Pre-operational Inspection

Upon acceptance and approval of your application, the Health Inspector will reach out to you with their availability and coordinate a date and time for your Pre-operational inspection. Ensure to complete the Pre-operational checklist to prepare for your inspection. Inspections are recommended to take place **at least one** to two weeks before opening.

Please note passing the pre-operational inspection and receipt of a temporary health license **DOES NOT PERMIT YOU TO OPERATE!** You must obtain a Certificate of Occupancy or Temporary C/O from the appropriate Construction Department **prior** to operation.

Payment

New Businesses are required to pay their fee, in full, after receiving a passing inspection via **Business Check or Money Order only**. No personal checks or cash is accepted. Checks and Money Orders can be made out to “Secaucus Health Department”.

Temporary License, and Board of Health Meeting

A temporary license will be issued upon meeting the above requirements. As noted prior, receipt of the temporary health license **DOES NOT PERMIT YOU TO OPERATE!** You must obtain a Certificate of Occupancy or Temporary C/O from the appropriate Construction Department **prior** to operation.

New applicants are required to attend a Board of Health Meeting as part of the licensing process. Board of Health Meetings are held every quarter. Please contact our office to determine the next Board Meeting date. (Continued on next page).

Annual License Issued:

Upon receiving Board of Health Approval, an annual license will be issued, lasting until the end of the calendar year.

Please contact us below if you have any questions:

Christine Aguilera
Department Coordinator
201-330-2031
caguilera@secaucus.net

Linda O’Connor
Administrative Assistant
201-3301-2000 ext. 3210
loconnor@secaucus.net

Natalia Shindin, REHS
Health Inspector
201-330-2000 ext. 3090
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Plan Review Guidelines for Retail Food: Existent, Remodeling, and New Establishments

Secaucus Health Department
20 Centre Avenue
Secaucus, NJ 07094
Mailing: 1203 Paterson Plank Road

Introduction

The purpose of these guidelines is to help architects, engineers, contractors and independent operators understand the plan review process for food establishments under the jurisdiction of the Secaucus Health Department. **THIS GUIDELINE IS NOT INCLUSIVE OF ALL REGULATORY OR CONSTRUCTION INFORMATION THAT IS NECESSARY FOR THE OPERATION OF A RETAIL FOOD ESTABLISHMENT.** These represent only a summary of the Sanitary Code that may affect the construction or remodel of a retail food establishment.

All retail food establishments must be inspected and applicable fees paid before the Health Department will issue the retail food license. Retail food establishments must comply with the regulations set forth in the New Jersey STATE SANITARY CODE, CHAPTER 24 (N.J.A.C. 8:24), “Sanitation in Retail Food Establishments and Food and Beverage Vending Machines.”

You may access the State Sanitary Code at:
http://www.state.nj.us/health/eoh/documents/chapter24_effective_1207.pdf

Plan Review

- Submit a full set of plans, menu and specification (cut) sheets of all new equipment. Plans must be clear, concise, legible, to scale and be of such size as to enable all information to be clearly shown. Plans will be reviewed and responded to within 30 days of submission. **(NOTE: Any change to plans must be approved by the Health Department prior to construction.)**
- Complete plan review application and submit the applicable fee
- Plans are required for:
 - The **construction** of a retail food establishment.
 - The **conversion** of an existing structure for use as a retail food establishment.
 - The **remodeling** or a change of type of retail food establishment or food operation.

Toilet Facilities

- Adequate and conveniently located toilet facilities shall be accessible to employees at all times.
- The public shall not access toilet facilities through food preparation, food storage and utensil/equipment washing areas.
- Toilet facilities shall be installed in accordance with N.J.A.C. 5:23, New Jersey Uniform Construction Code.
 - Jersey Uniform Construction Code.
- All new retail food establishments shall provide toilets for the public in accordance with the requirements of N.J.A.C. 5:23, New Jersey Uniform Construction Code.
 - Uniform Construction Code.
- Toilet rooms shall be completely enclosed and shall have tight fitting, self-closing doors and should be vented to the outside if subject to odors.
- Toilet rooms must have a handwashing sink.

Handwashing Facilities

- The number and location of handwashing sinks shall be convenient to employees preparing or dispensing exposed food or handling clean ware.
- In all **new establishments**, and **extensively altered or change of ownership**, employee handwashing facilities shall also be located within the area where food is prepared.
- Handwashing sinks shall be equipped to provide water at a temperature range between 90-110 degrees Fahrenheit through a mixing valve or combination faucet.
- Handwashing sinks shall be provided with a hand cleaning agent and hand drying device or disposable towels. Common towels are prohibited.

○ **Physical Facilities**

- Adequate space shall be provided for storage of food, utensils, paper products, supplies, cleaning equipment and employee's personal items. Floors, walls and ceilings in preparation areas, walk-in refrigerators, ware washing areas, toilet rooms and areas subject to flushing or spray
 - cleaning methods shall be smooth, nonabsorbent and easily cleanable.
- Floor/wall junctures shall be sealed or provided with a coved base where water flush cleaning methods are used.
- Finishes shall be smooth, durable and easily cleanable for areas where retail food establishment operations are conducted. Show type of construction and finish of floors, walls and ceilings in food preparation, utensil washing, toilet rooms, and wait station areas.
- Openings to the outside shall be effectively protected against the entrance of vermin.
- Lighting shall be shielded against breakage in areas where food is exposed. (ex. prep areas, refrigeration units, deli cases, etc.)
- All rooms shall have sufficient ventilation to keep them free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes.
- Cooking ventilation hoods and devices shall be designed and installed to prevent grease or condensation from collecting on walls, ceilings and fire suppression system piping and from dripping into food or onto food contact surfaces.

Plumbing

- All plumbing systems shall be designed, constructed, installed and maintained in accordance with **N.J.A.C. 5:23, New Jersey Uniform Construction Code**.
 - Hot and cold running water must be provided to all sinks.
 - Metered faucets shall remain on for at least 20 seconds without the need to reactivate the faucet.
 - Food preparation sinks must be indirectly connected to the sanitary sewer through a drain line that has an air-gap.
 - A service sink (mop sink) equipped with a floor drain shall be provided and conveniently located for the cleaning of mop and the disposal of mop water.
 - No less than a three compartment sink shall be provided for the washing and sanitizing of food contact equipment. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils. Drain boards, utensil racks or tables shall be provided for necessary ware holding before cleaning and after sanitizing. A commercial ware washing machine may be substituted for the three-compartment sink if:
 - The ware washing machine is large enough for all food utensils,
 - dishware, equipment, etc. that are placed
in it;
 - It is equipped with a pre-wash/pre-scrape area.
- ***Note: Establishments are strongly advised to have a three-compartment sink also in case of a malfunction with the ware washing machine.***

Food Equipment

- o All food equipment shall comply with the standards of the American National Standards Institute (ANSI).
- o Equipment for cooling and heating food and cold and hot holding food shall be sufficient in number and capacity to maintain proper food holding temperatures.
- o Refrigeration units must be able to maintain a 41 degree Fahrenheit food temperature in all newly constructed food establishment and any refrigeration equipment that is replaced. All new cold holding units for potentially hazardous foods shall be provided with an integral or permanently affixed temperature-measuring device that is in clear view.
- o Sneeze guards shall be provided where applicable and shall conform to the Food and Drug Administration (FDA) or NSF standards for construction, installation and use.
- o Food, equipment, utensils and laundered linens shall not be stored in locker rooms, toilet rooms, and mechanical rooms or under sewer lines that are not shielded to intercept potential drips.
- o Equipment that is fixed and not easily movable (hand washing sinks, 3 compartment sinks, prep-sinks, etc.) shall be installed so that it is sealed to adjoining equipment or walls if equipment is exposed to spillage or seepage.
- o Counter top food equipment shall be easily movable or sealed to the counter or be mounted on 4 inch legs.
- o Floor mounted food equipment shall be easily movable, or seated and sealed to the floor or mounted on 6 inch legs or casters.

Waste Disposal

- o Outdoor storage surfaces for refuse, recyclables and oil collection containers shall be constructed of nonabsorbent material and shall be smooth, durable and sloped to drain.

Certification Requirements

- o By **January 2, 2010**, one *person in charge (PIC)* in a **Risk Type 3*** Food Establishment shall be a certified food protection manager who has shown proficiency of the required information through an accredited certification program approved by the *Conference for Food Protection (CFP)*.
 - CFP approved Program Examinations:
 - *ServSafe* (www.servsafe.com)
 - *National Registry of Food Safety Professionals* (www.nrfsp.com)
 - *Thompson Prometric* (www.prometric.com/foodsafety)
 - *360 Training* (www.360training.com)
 - *Statefoodsafety.com*

- By **September 2024**, one or all employees in a Risk Type 2* Food Establishment may be required to be certified in food handling or food protection who has shown proficiency of the required information through an accredited certification program as noted above. It will be at the discretion of the Secaucus Health Department and its representatives if your Risk Type 2 Establishment requires a Food Handler Certificate.

Pre-operational Inspection

- A pre-operational inspection by the Health Department is required prior to the start of operations to determine compliance with NJ State Sanitary code Chapter 24 (N.J.A.C. 8:24). Approval from all other departments **MUST** be completed **PRIOR** to the pre-operational inspection. (See **pre-operational checklist**.)
- Once you pass the pre-operational inspection your retail food license will be issued. **THIS DOES NOT PERMIT YOU TO OPERATE!** You must obtain a Certificate of Occupancy or Temporary C/O from the appropriate Construction Department **prior** to operation.
- Please be able to provide the name, address, and phone number for the following contractors: exterminator, garbage removal company, grease recycling company, and grease trap cleaning company (when applicable).

Smoke Free Retail Food Establishments

Smoking is **not permitted** in any retail food establishment and every retail food establishment in the Town of Secaucus shall comply with the New Jersey Smoke-Free Air Act (N.J.S.A. 26:3D-55 through 3D-64)

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INITIAL RETAIL FOOD LICENSE APPLICATION

Submit the following with this application:

- Food Manager's or Food Handler's Certification
- Menu
- Floor plans for your establishment, as applicable
- Pre-operational Checklist, see page 4
- Relevant "Additional Requirements" – see reverse.

For Office Use Only

BUSINESS INFORMATION		
Type of Ownership: <input type="checkbox"/> Individual <input type="checkbox"/> LLC Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> S Corp <input type="checkbox"/> Publicly Traded Corp		
Type of Business <input type="checkbox"/> Retail Food (complete "Type" below) <input type="checkbox"/> Mobile Retail Food <small>(select multiple as necessary)</small>		
Application Type: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal		
Retail Food Type: <input type="checkbox"/> Restaurant <input type="checkbox"/> Cafeteria <input type="checkbox"/> Commissary/Commercial Kitchen <input type="checkbox"/> Online Retail Food <input type="checkbox"/> Other (please specify):		
Business Name:		New Businesses only* Expected Opening Date:
Business Address:		
Business Phone:	Fax:	Email:
Manager/Contact Name:		
Manager Mailing Address:		
Phone:	Fax:	Email:
COMMISSARY INFORMATION		
Commissary Name:		Address:
Phone Number:		
BUSINESS OWNER INFORMATION		
Owner Name:		
Home Address:		
Phone:		Email:
BILLING INFORMATION		
Mailing Address:		
Phone:	Fax:	Email:
EMERGENCY CONTACT INFORMATION		
Emergency Contact Name and Title:		
Emergency Contact Cell Phone:		
FEES AND ADDITIONAL REGULATIONS - See reverse		
ACKNOWLEDGMENT AND AGREEMENT		
"In making this application, I hereby declare that I understand and will comply with all of the requirements of the ordinances and regulations of the Town of Secaucus and State of New Jersey, and that under penalty of perjury, the statements and documents constituting any part of this application are true, correct and complete to the best of my knowledge."		
Applicant's Signature:		Title:
Print Name:		Date:

FEES					
Establishment with Seating			Supermarkets		Miscellaneous-No Seating
Group #	Seating Capacity	Fee	<input type="checkbox"/> Up to 5,000 sq. feet	\$ 1,000	<input type="checkbox"/> Non-profit Org. \$ 60
<input type="checkbox"/> Group 1	0-50 seats	\$ 200	<input type="checkbox"/> Over 5,000 sq. feet	\$ 2,000	<input type="checkbox"/> Farmer's Market (outdoor) \$ 85
<input type="checkbox"/> Group 2	51-100 seats	\$ 400	All Establishments		<input type="checkbox"/> Mobile Retail Food \$ 150
<input type="checkbox"/> Group 3	101-200 seats	\$ 500			<input type="checkbox"/> Vending (per machine) \$ 25
<input type="checkbox"/> Group 4	201 or more seats	\$ 600	<input type="checkbox"/> Plan review	\$ 200	<input type="checkbox"/> Other \$ 100

ADDITIONAL REQUIREMENTS

Checkmark as applicable; The following establishment types must submit proof of the following, as applicable:

New businesses (All types)

- Certificate of Occupancy (COO) from the Building Department.
- Be able to provide the name, address, and phone number for the following contractors: exterminator, garbage removal company, grease recycling company, and grease trap cleaning company.

Mobile Retail Food

- List of vending locations or stops with times. See Page 13
- Permission letters for each vending location from the property owner
- Bureau of Fire Prevention Application must be submitted with a separate fee.
- Your mobile unit *must be movable* from location to location. **No overnight parking is permitted without permission and approval from the Town Zoning Official.**
- Commissary kitchen agreement

Sushi or specialized food process Operations:

- HACCP Plan
- *Please refer to Pre-operational Checklist for additional requirements

ADDITIONAL REGULATIONS

- Applicants are strongly encouraged to review any applicable local ordinances for your establishment. Please contact our office if you wish to receive a copy
- Licenses are **not** transferrable. Any change in ownership or mailing address must be reported to the Health Department and new owner must apply to the Secaucus Health Department for a new license to do business.
- Emergency contact for your establishment must be a knowledgeable manager or owner who will be available in the event of an emergency.



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Retail Food Establishment Pre-Opening Checklist

Please use the below as a self-checklist to be completed once your establishment is ready to open. The following code requirements **must** be met prior to receiving Health Department approval. Pre-operational Inspections must be completed and passed prior to official operations.

Please check off each item on this list upon completion and return this list, signed to the Health Department to schedule your pre-operational inspection.

Establishment Name: _____

Establishment Address: _____ **Secaucus, NJ 07094**

Establishment Hours (check as applicable):

- M-F**
- S-Su**
- Hours** _____

- Approved from Construction and Engineering Department
- Approved from other applicable Departments of Town of Secaucus
- Architect/Floor Plans (blueprints) or floor plan submitted and approved, as applicable.
- Copy of menu submitted.
- Business plan submitted, as applicable.
- HACCP Plan (for specialized processes)
- For Sushi operations:
 - frozen fish letter
 - pH meter for acidified rice (pH 4.6 and below)
 - distilled water
 - pH buffer solutions
 - pH log
- adequate area to air-dry dishes
- Sink requirements:
 - appropriate size three-compartment sink to accommodate your largest piece of equipment. and/or commercial dishwasher
 - adequate food prep sinks
 - hand-washing sink in all prep areas
 - mop/utility sink or curbed floor drain area on main floor
 - Indirect drain connection under 3-compartment sink, food prep sinks, ice machines, etc.
 - Hot and cold running water at all sinks Soap, paper towels, and garbage are located at every hand-washing sink.
- Dishwasher/3-compartment sink tested for proper sanitizing (chemical test strips for chemical-sanitizing units and high-temp test strips for high-heat units)
- Food and equipment storage areas protected (storage under wastewater pipes prohibited)
- Adequate and appropriate disposable gloves, deli tissue and/or utensils is available.

- Thermometers located inside each refrigerator and freezer
- Cold holding temperature is at 41°F or below; Maintain freezers 0°F or below
- All hot holding equipment is capable of maintaining temperature of 135°F or above
- Food-testing/thin-probe thermometer available and easily accessible
- Covered trash receptacle in women’s restroom available and easily accessible
- Choking prevention poster posted in the dining area
- “Employees must wash hands” signs posted in restrooms and at all handwashing sinks
- “No Smoking” sign posted in a conspicuous location
- Must be able to provide all contractor information, including, Licensed Pest Control Company, garbage haulers, grease removal company, grease trap cleaning company
- Dumpster or garbage pick-up arranged and approved by Secaucus Town, as applicable
- Food manager/handling course requirements met and certification posted conspicuously
- Floors, walls, and ceilings must be smooth (non-porous) and easily cleanable (raw wood is not permitted)
- All areas of establishment must cleaned and sanitized
- All equipment and kitchenware cleaned and sanitized
- All hardware and construction debris removed
- Aware of and knowledgeable with NJAC 8:24 “Sanitation in Retail Food Establishments” requirements

Note: It is the responsibility of the applicant to be aware of and comply with all New Jersey State and local codes

<p>“In submitting this pre-operational checklist, I hereby declare that my establishment is compliant, to the best of my knowledge, with the requirements of the ordinances and regulations of the Town of Secaucus and State of New Jersey. I understand that during my pre-operational inspection, the Health Official may make recommendations or requirements to ensure compliance with local and State Codes, as applicable.”</p>	
Applicant’s Signature:	Title:
Print Name:	Date:



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MOBILE RETAIL FOOD ESTABLISHMENT VENDING LOCATIONS

Company Name	Secaucus Address	Days	Hours
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
		Sunday	
Company Name	Secaucus Address	Days	Hours
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
		Sunday	
Company Name	Secaucus Address	Days	Hours
		Monday	
		Tuesday	
		Wednesday	
		Thursday	
		Friday	
		Saturday	
		Sunday	

Please add additional if more than three locations. Upon completion of the above, this application must be attached to the Retail Application.